

# HAUGHLEY PARISH COUNCIL

## General Privacy Notice

Adopted 16<sup>th</sup> March 2021

Haughley Parish Council as a public authority has certain powers and obligations to process personal data. Sometimes the use of personal data requires consent, which we will first obtain.

This Privacy Notice sets out an individual's rights and the Council's obligations.

### **What is Personal Data?**

Personal data is any information about a living individual which allows them to be identified from that data i.e. name, photograph and address or email address.

### **When we are contacted**

The information provided to us (personal information such as name, address, email address, phone number, marital status, nationality, age, organisation, education/professional qualifications, and hobbies), will be processed and stored so that it is possible to make contact and respond to correspondence, provide information and/or access our facilities and services. Personal information will be not shared or provided to any other third party.

### **The Council's Right to Process Information**

GDPR (Data Protection Act 2018) Article 6 (1) (a) (b) and (e).

Processing is with consent of the data subject, in a transparent and lawful manner, is necessary for compliance with a legal obligation, and for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

### **Information Security**

Haughley Parish Council cares to ensure the security of personal data. We make sure that personal information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep data for the purpose for which it was collected and only for as long as is necessary. After which it will be destroyed securely.

### **Children**

We will not process any data relating to a child (under 16) without the express parental/ guardian consent of the child concerned.

### **An Individual's Rights**

#### **Access to Information**

An individual has the right to request access to the personal data we hold. An individual can do this by contacting our Data Information Officer.

## **Information Correction**

If it is believed that the personal data we hold is incorrect or incomplete, it is the individual's responsibility to inform us and the data will be updated.

## **Information Deletion**

An individual can request the Council to erase the personal data it holds about an individual. The Council will confirm that the personal data has been deleted or the reason why it cannot be deleted (to comply with a legal obligation).

## **Right to Object**

An individual has the right to request that we stop processing personal data or ask us to restrict processing. Upon receiving the request, we will contact the individual and let the individual know if we are able to comply or if we have a legal obligation to continue to process the data.

## **Right to Withdraw Consent**

An individual has the right to withdraw consent to the processing of personal data at any time.

## **Right to Complaint**

An individual can contact the Information Commissioner's Office (ICO) at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **Contact Details:**

Please contact the Parish Council if there are any questions regarding this privacy notice to the personal data we hold.

The Data Controller, Haughley Parish Council  
Email: [clerk@haughleypc.co.uk](mailto:clerk@haughleypc.co.uk)